Recap
Records Services Division
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CENTRAL INTELLIGENCE AGENCY

General Services Office

DESCRIPTION OF ACTIVITIES

Records Services Division

The Records Services Division is responsible for the formulation, development and operation of an Agency Records Management Program in accordance with the Federal Records Act of 1950 (Public Law 754), the general policies of the Agency and applicable Federal regulations and statutes; the providing of electrical accounting machine services for all the administrative requirements of the Agency; and the supervision of the Agency mail distribution system. This Division is broken down organizationally into two main Branches, ie., the Records Management and Distribution Branch, and the Machine Records Branch.

The Records Management and Distribution Branch is responsible for supervising and directing the Agency Records Management Program, including the developing of Agency policies and procedures relating to records management; standardizing filing systems, equipment, and supplies; establishing and maintaining an Agency Filing Index and Correspondence Manual; directing and supervising the Agency Forms Control Program; operation and maintenance of an Agency Records Center to provide for the housing of semi-active and non-current records to permit their systematic retirement from operating offices; serving as liaison to the National Archives and other agencies on records problems; administering and coordinating a program that provides for the identification, processing, transfer and storage of the vital materials of the Agency; training Area Records Officers and Records Analysts throughout the Agency; developing standards relative to the microfilming of Agency records; receiving, distributing and dispatching all official mail and related material for the Agency; and providing courier and messenger service in the departmental area and special courier services to other areas as requested.

The Machine Records Branch is responsible for the development and application of tabulating machine techniques to the keeping of records, primarily in the administrative fields, looking toward the elimination of manual methods wherever possible, effecting dollar economies and increased efficiencies, and permitting the production of such reports and information as may be required for good administrative management, for auditing, and for future planning purposes.

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a. Two agency notices have been prepared that will provide for the standardization of filing equipment and supplies most commonly used in records activities. These notices are now being circulated for the concurrence of all offices. The effect of such standardization will be economies in procurement, simplified stocking and warehousing, master files and lowered costs for equipment and supplies.

3. Vital Material Program.

a. This program has been strengthened by the development of orderly schedules for the deposit of vital materials as well as the scheduling of material to be removed from the repository. In addition, offices have been encouraged to deposit copies of paper records in lieu of microfilm copies.

4. Records Disposition.

a. Records control schedules have been prepared for Logistics and General Services Offices. Their application is of current concern. A similar schedule has been prepared for the Comptroller Office. It is currently being circulated in that office for approval by operating officials. These schedules provide for the controlled disposition for all records of the respective offices.

b. Records disposal schedules and lists have been submitted to the National Archives and the Congress for the following offices: Logistics, General Services, Comptroller, Office of Operations, Collection and Dissemination, Communications and Foreign Intelligence.

5. Program Coordination.

a. With few exceptions the head of each main organizational component of the agency has appointed Area Records Officers for carrying out the records program in their respective areas.

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b. A records management training program was developed and conducted for the Area Records Officers. This program was designed to familiarize this group with the various phases of records management and was conducted with the cooperation of the Office of Training.

c. Records surveys were conducted in the following offices:

1. A maintenance and disposition survey in the Logistics Office - All recommendations were accepted and installed.

2. A maintenance and disposition survey in the Office of the Director - Approval of the major recommendations is still pending but part of the recommendations were acceptable to the Office of the NE/A and have been installed.

3. A maintenance and disposition survey in the Contacts Division of the Office of Operations. The report is currently being prepared.

4. A maintenance survey in the Office of the Material Staff that resulted in the development of a system for the filing of newspaper clippings.

d. Liaison with the National Archives and Records Service was established by the appointment of a CIA Records Officer.

e. A National Archives staff member was given agency clearance to work with this office and to assist in the appraisal of paper records.

f. To assist in the establishment of legal, fiscal and administrative values of agency records, working agreements were developed with the Comptroller, General Counsel, and the Auditor-General.

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II RECORDS CENTER

The storage, preservation, protection and servicing of inactive records was provided for by the establishment of an Agency Record Center in fiscal year 1952. The storage and supplemental distribution of agency issuances is included in the Records Center operations. The capacity of this Records Center was limited to 6400 cu. ft. By the end of the year, [redacted] was filled to capacity and approximately 3000 cu. ft. of material was stored in the [redacted]

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The demand for Records Center storage of inactive records continues to expand as the result of progress being made under the Records Management Program. Consequently, the need for adequate Agency Records Center facilities was established and plans for setting up such facilities are in process.

Of the total 9400 cu. ft. of material in storage approximately 3200 cu. ft. is records and the remainder is distribution material. The 3200 cu. ft. of records stored in the Center is equivalent to 400 file cabinets valued at $94,000.

With the establishment of an Agency Records Center the transfer of certain agency records to the National Archives was discontinued.

Improvements were made in the stocking and servicing of request for supplemental distribution. All request for such material are now being processed within 8 working hours although the volume of material requested for stock and the number of requests for distribution increased by over 50% in the last two quarters of the year, as compared with the first half of the fiscal year.

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IV MACHINE RECORDS SERVICES

During the fiscal year 1953, electrical accounting machine services were provided to the following components of the Agency:

a. Office of the Comptroller
b. Personnel Office
c. Logistics Office
d. Deputy Director (Plans)
e. Office of Training
f. Security Office
g. General Services Office

The punched card records established for the various offices of the Agency are the basis for the preparation of 301 repetitive monthly reports now compiled for these offices. In addition, numerous special reports and tabulations are prepared in accordance with the needs of the offices.

During the fiscal year 1953, punched card records were maintained on the following projects:

PROJECT DESCRIPTION	DATA OBTAINABLE UNDER THIS PROJECT
Personnel	Agency strength report, personnel status reports; selected skills, languages, area knowledge and similar reports; tables of organization; security clearance reports; military reserve status and draft status of employees.
Personnel Information	Personnel locator data; Agency Telephone Directory; Agency emergency plan data.

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PROJECT DESCRIPTION	DATA OBTAINABLE UNDER THIS PROJECT
Unvouchered Payroll	Checks for personal services; actual pay and deductions for each project; withholding tax statements; individual earnings listings; special deduction reports; paid-at-station reports; general ledger of personal services expenditures; and reconciliation of checks to bank statements.
Vouchered Payroll	Checks for personal services; Time and Attendance and payroll report forms; leave and overtime reports; withholding tax statements; individual earnings listings; and U. S. Treasury Disbursing Office operations.
Insurance	Group Hospitalization and group life insurance deductions and reports.
Financial Accounting	Status of allotments; expenditures by object class; expense journals; agents' cashiers accounts; accrued compensation pay abroad; advance due from employees; voucher register; distribution journal and summary of distribution.

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PROJECT DESCRIPTION	DATA OBTAINABLE UNDER THIS PROJECT
Logistics Stock Accounting	Reports showing records of receipts and issues of stock supplies and equipment; stock status report; evaluation report of domestic stocks; and analyses of purchases.
Security Badge Records	Records of persons to whom badges have been issued; types of badges issued and other data pertinent to identification of Agency employees by badge number.
Security Statistical Data	Information on progress of security investigations.

During the fiscal year 1953, electrical accounting machine principles were applied to the following new projects, thereby replacing manual methods formerly used:

PROJECT DESCRIPTION	DATA OBTAINABLE UNDER THIS PROJECT
Personnel	The principal qualifications of applicants for Agency positions were coded and converted to punched cards. From these, registers are prepared every two months. The former procedure required daily lists of applicants. This new procedure provided an estimated annual savings of $6,000.

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PROJECT DESCRIPTION	DATA OBTAINABLE UNDER THIS PROJECT
Personnel (Continued)	Developed a new procedure for employee qualifications similar to that described above for applicants. This procedure provided an estimated additional annual savings of $7,500. Developed procedures for preparation of regular reports showing draft status of Agency employees.
Logistics Stock Accounting	This project was substantially revised during the past fiscal year. Twelve different reporting requirements now necessitate forty-three different reports each month.
Financial Accounting	This project was expanded considerably and now provides for the preparation of 151 regular monthly reports to reflect various analyses of the Agency's financial transactions. Eighteen different types of reporting requirements are now necessary as compared to six for the previous fiscal year.
Vouchered Payroll	Conversion of this project from manual to mechanical methods was completed in 1953. Eleven different requirements now produce 22 monthly reports of varying nature pertaining to the financial operations of the Agency.

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PROJECT DESCRIPTION	DATA OBTAINABLE UNDER THIS PROJECT
Unvouchered Payroll	Reporting requirements have been increased from six to thirteen to provide additional information on the Agency's financial operations.
Special Projects	New projects added include: a. Security Badge Records b. Records Integration - DD/P c. Listings of Foreign Stations - DD/P d. Personnel in Foreign Stations - DD/P e. Security Reports
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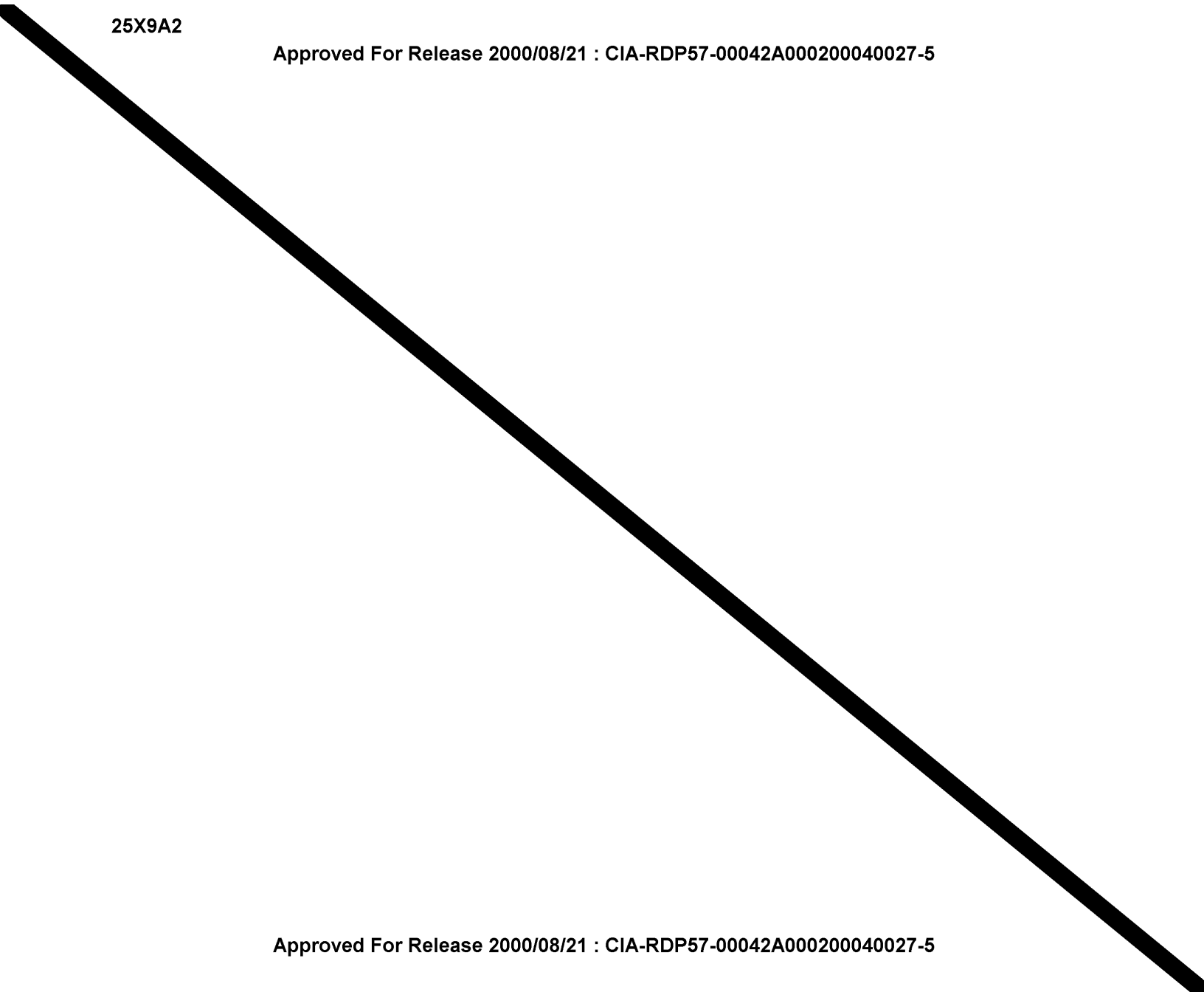

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SECURITY INFORMATION

AGENCY ESTIMATES
NON-PERSONAL SERVICE REQUIREMENTS
Fiscal Year 1955
VOUCHERED AND UNVOUCHERED

OFFICE: General Services
DIVISION: Summary of Records Services Div.
ACTIVITY: Records Services, Records Center, Mail Distribution, and Machine Records Services

OBJECT CLASS	ACTUAL FISCAL YEAR 1953	ESTIMATED FISCAL YEAR 1954	ESTIMATED FISCAL YEAR 1955	JUSTIFICATION OF FISCAL YEAR 1955 ESTIMATE
02 Travel	$ 981.	$ 11,860	$ 11,860	
03 Transportation of Things	392	---	---	
04 Communication Services	49,834	54,000	54,000	
05 Rents and Utility Services	164,412	138,526	141,271	
06 Printing and Reproduction	14,651	25,158	25,158	
07 Other Contractual Services	3,941	6,550	6,550	
08 Supplies and Materials	13,636	41,046	41,046	
09 Equipment	3,690	4,418	4,418	
Total for Division	$251,520	$281,558	$284,303	

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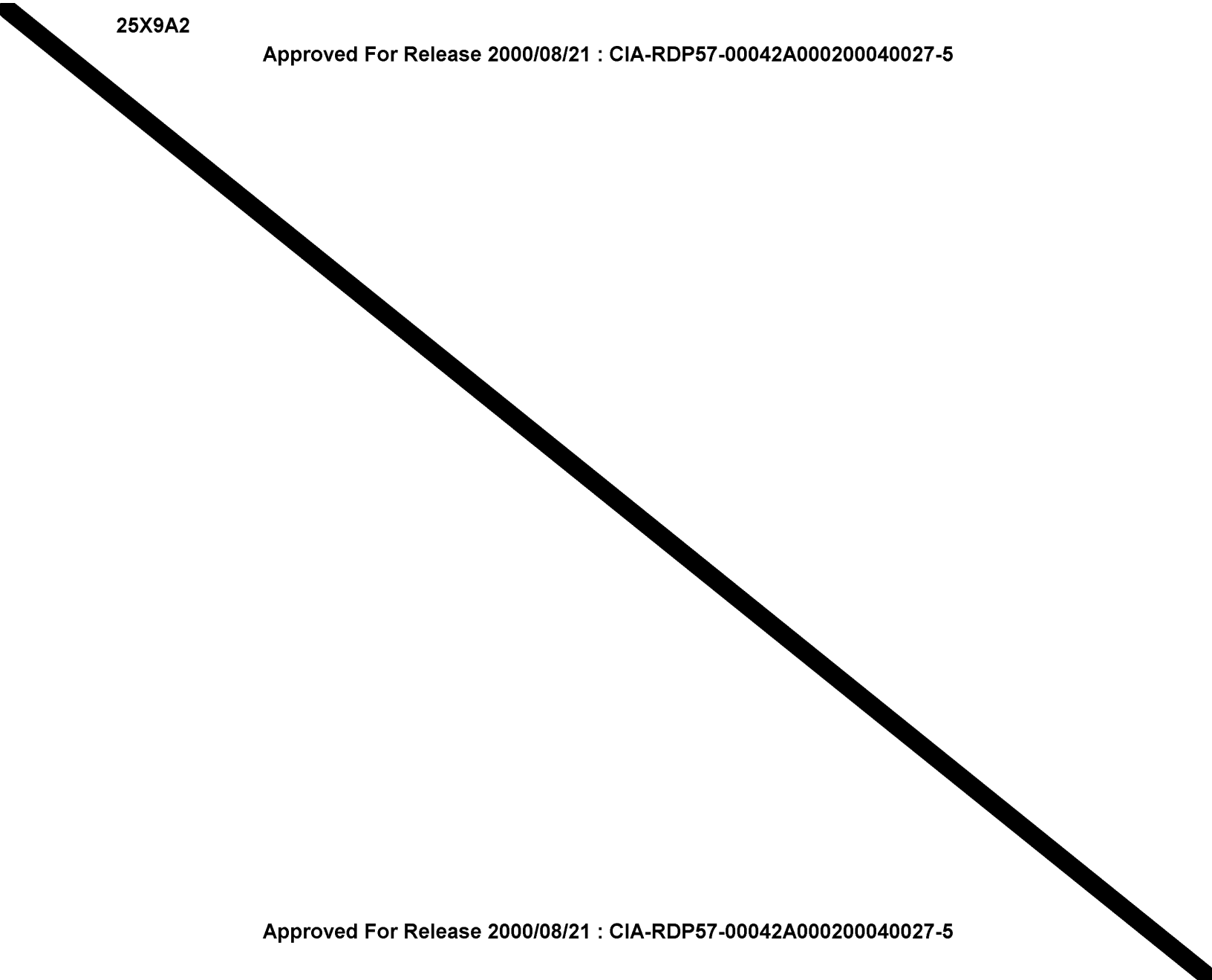

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SECURITY INFORMATION

AGENCY ESTIMATES
NON-PERSONAL SERVICE REQUIREMENTS
Fiscal Year 1955
VOUCHERED

OFFICE: General Services

ACTIVITY: Records Services, Records Center, Mail Distribution, and Machine Records Services

DIVISION: Summary of Records Services Div.

OBJECT CLASS	ACTUAL FISCAL YEAR 1953	ESTIMATED FISCAL YEAR 1954	ESTIMATED FISCAL YEAR 1955	JUSTIFICATION OF FISCAL YEAR 1955 ESTIMATE
02 Travel	$ 95	$ 4,880	$ 4,880	
03 Transportation of Things	392	---	---	
04 Communication Services	21,282	27,000	27,000	
05 Rents and Utility Services	164,267	138,381	141,126	
06 Printing and Reproduction	14,651	25,158	25,158	
07 Other Contractual Services	3,836	6,550	6,550	
08 Supplies and Materials	13,626	41,046	41,046	
09 Equipment	3,690	4,418	4,418	
Total for Division	$221,839	$247,433	$250,178	

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SECURITY INFORMATION

AGENCY ESTIMATES

NON-PERSONAL SERVICE REQUIREMENTS
Fiscal Year 1955

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OFFICE: General Services

DIVISION: Summary of Records Services Div.

ACTIVITY: Records Services, Records Center, Mail Distribution, and Machine Records

OBJECT CLASS	ACTUAL FISCAL YEAR 1953	ESTIMATED FISCAL YEAR 1954	ESTIMATED FISCAL YEAR 1955	JUSTIFICATION OF FISCAL YEAR 1955 ESTIMATE
02 Travel	$ 896	$ 6,980	$ 6,980	
04 Communication Services	28,552	27,000	27,000	
05 Rents and Utility Services	145	145	145	
07 Other Contractual Services	78	---	---	
08 Supplies and Materials	10	---	---	
Total for Division	$29,681	$34,125	$34,125	

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